



# EMPLOYMENT OPPORTUNITY

## Police Officer—Academy Graduate or Lateral

*Open Until Filled*

City of Beaumont  
550 E 6th Street  
Beaumont, CA 92223

(951) 769-8520  
www.ci.beaumont.ca.us

☒ Full Time ☐ Part Time ☐ Temporary ☐ FLSA Exempt ☒ Subject to MOU ☒ Benefits Available

**SALARY RANGE:** Step 53 (\$30.62/hour) - Step 63 (\$39.20/hour)

### **THE POSITION:**

Under direct supervision of a Police Sergeant or designee, performs those tasks of a Police Officer within the Police Department. A Police Officer's primary responsibility is the protection of life and property through the enforcement of local, state and federal laws and ordinances. Duties include, but are not limited to, patrolling assigned areas, by vehicle or on foot, responding to service calls, making arrests, investigating traffic collisions and crimes, enforcing traffic laws, presenting evidence in court, and addressing citizen groups. Police Officers will be required to work various shifts, including weekends and holidays, and may be assigned overtime or placed on-call as required. Police Officers may direct the activities of subordinate employees as assigned by a police sergeant and do related work as required.

### **CORE (ESSENTIAL) DUTIES:**

- Must be able to meet the physical, mental, and environmental requirements identified in this job description
- Operate a variety of communications equipment, including copy machines, telephones, fax, email, Internet and other various computer systems
- Prepare clear, concise, and comprehensive reports, forms, memorandums, correspondence, and records using correct sentence structure, grammar, and spelling
- Ensure adherence to department policies, procedures, rules and regulations
- Establish and maintain effective working relationships with city employees, the public and other city, county, state and federal agencies
- Take appropriate and immediate police action on criminal and/or personnel complaints
- Use sound professional judgment in the application of laws and ordinances to situations arising in the course and scope of employment
- Make arrests and enforce local ordinances, state and federal laws
- Review and evaluate department correspondence
- Gather and disseminate information necessary for the operation of the department
- Monitor and direct police response to situations requiring peace officer presence and personally lead the more critical situations or investigations
- Must be able to work and get along well with others

### **KNOWLEDGE, SKILLS, & ABILITIES:**

- Current principles and practices of police training, including crime prevention, patrol, custody, criminal investigations, administrative investigations, crime analysis, media and community relations, traffic control, personnel supervision, laws, ordinances and regulations effecting law enforcement and the criminal justice system.
- Knowledge of principles and practices of employee relations including supervision, training, performance evaluation and discipline
- Knowledge of criminal and traffic laws, codes, ordinances and court decisions including rights of citizens, apprehension, arrest, search and seizure, use of force and the use and care of firearms
- Knowledge of courtroom presentation and testimony
- Deployment of field and investigative personnel

### **This recruitment is open to:**

- ☒ Employees (Permanent)
- ☒ Employees (Temporary)
- ☒ Public

### **Selection procedures may include:**

- Applicants will be screened for relevant education and experience
- Those applicants passing the initial screening process may be asked to participate in a written exam
- Those applicants passing the written exam may be required to complete a supplemental written assignment to assess the candidate's writing ability prior to participating in an oral interview
- Candidates who successfully complete the above mentioned requirements will be placed on an eligibility list. Prior to appointment, candidates will be required to pass a comprehensive background check which may include, fingerprinting through Department of Justice, a comprehensive medical examinations and pre-employment drug screening.

### **How to Apply:**

Please submit City application along with resume and cover letter to:

City of Beaumont  
Attn: Kari Mendoza  
Human Resources Dept.  
550 E. 6th Street,  
Beaumont, CA 92223

Direct questions/inquiries to:  
Kari Mendoza  
951-572-3228  
karim@beaumont-ca.gov

ALL POSITIONS ARE POSTED IN-HOUSE FOR THE FIRST 10 DAYS AFTER INITIAL POSTING. ONCE 10 DAYS HAS ELAPSED ALL POTENTIAL CANDIDATES ARE WELCOME TO APPLY

*(Continued)*

## Police Officer (*continued*)



- Understand and demonstrate special event supervision, emergency planning, and implementation
- Analyze situations and apply departmental rules and regulations effectively, as well as common sense where no guidelines are readily available
- Communicate effectively, verbally and in writing
- Relate effectively to people of a variety of cultures, languages, disabling conditions and socioeconomic situations
- Understand and adhere to City policies, procedures, rules and regulations
- Possess effective interpersonal skills, using tact, patience and courtesy
- Perform routine multi-tasking functions
- Understand and work within the course and scope of duties, authority and responsibilities
- Ability to work with minimum supervision

### **EXPERIENCE, EDUCATION, AND LICENSES:**

- Minimum twenty-one (21) years of age
- Must possess a high school diploma from an accredited high school or G.E.D. equivalent
- Associate of Arts degree preferred
- Must possess a Certificate of Completion from a California P.O.S.T. certified Basic Police Academy attained within the 3 years prior to submission of the application; or be enrolled in a California P.O.S.T. certified basic police academy; or be enrolled in, or have successfully completed a California P.O.S.T. certified re-certification program
- Must possess a valid California Class C Driver's License and maintain possession of such license during the course of employment
- Must have an acceptable driving record, be insurable at standard rates by City's insurance carrier, and maintain such insurability during the course of employment

### **ADDITIONAL REQUIREMENTS:**

- Weight in proportion to height as determined by a qualified physician
- Vision 20/20 corrected and within P.O.S.T. color blindness standards
- Must maintain firearms proficiency in accordance with department standards

### **PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:**

Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee to perform essential job functions. A flexible work schedule may be required. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service. The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 100 pounds. **The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 100 pounds. Incumbent must be willing to work shift work, including nights, weekends, and holidays. Must be able to work in adverse weather conditions, including extreme heat and cold. Must be able to wear the standard police uniform for prolonged periods, including a gun/utility belt and vest.**

*This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The city reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confers process. Nothing herein is intended to constitute a written or implied contract of employment.*

THE CITY OF BEAUMONT IS AN EQUAL OPPORTUNITY EMPLOYER.  
WOMEN, MINORITIES, AND DISABLED INDIVIDUALS ARE ENCOURAGED TO APPLY.  
THE CITY OF BEAUMONT IS A DRUG-FREE WORKPLACE.